

Title: BIDS - INFORMAL		Contents: PP-0521
		Submitted By: Purchasing Division
		Approved By: Purchasing Agent
Effective Date: 12-10-01	Supersedes No.:	Page No. 1 of 1

Informal Bid

The County of Los Angeles utilizes the informal bid process; Request for Quotation (RFQ) for transactions under \$100,000. It is a less rigid form of the IFB and is designed to expedite smaller dollar purchases.

Key Elements of an RFQ

The RFQ is formatted in the same manner as the formal bid. All standard terms and conditions applicable to the formal bid are included in the informal bid. See policy on BIDS-FORMAL for details.

Difference Between Formal and Informal Bids

There are no public bid readings of the RFQ.

Number of Required Solicitations

All registered vendors will be notified via electronic mail by CAMIS. The IFB will be mailed to vendors in accordance with policy number P-0300, BID LISTS by the Purchasing Agent.